

CAREER OPPORTUNITY BULLETIN



Date: September 12, 2006

Bulletin # 634

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: September 22, 2006

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #634

- **ADMINISTRATIVE OFFICER I – GOLD FIELDS DISTRICT/ ADMINISTRATIVE SERVICES**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST – ADMINISTRATIVE SERVICES DIVISION/CONTRACTS AND ASSET MANAGEMENT/CONTRACT SERVICES/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – HUMAN RIGHTS OFFICE/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE PARK AND RECREATION SPECIALIST – CAPITAL DISTRICT/ CALIFORNIA INDIAN HERITAGE CENTER**
- **ASSOCIATE STATE ARCHEOLOGIST – NORTHERN BUTTES DISTRICT/DISTRICT OFFICE**
- **ENVIRONMENTAL SCIENTIST – COLORADO DESERT DISTRICT**
- **ENVIRONMENTAL SCIENTIST – OFF HIGHWAY MOTOR VEHICLE RECREATION DIVISION/HEADQUARTERS/SACRAMENTO**
- **EXHIBIT TECHNICIAN (PERMANENT INTERMITTENT) – CAPITAL DISTRICT/ RAILROAD SECTOR/CALIFORNIA STATE RAILROAD MUSEUM/OLD SACRAMENTO STATE HISTORIC PARK**
- **GROUNDSKEEPER – CENTRAL VALLEY DISTRICT/SOUTH VALLEY SECTOR/COLONEL ALLENSWORTH STATE HISTORIC PARK**
- **GUIDE II (SUPERVISOR) (PERMANENT INTERMITTENT) (2 POSITIONS) – SAN LUIS OBISPO COAST DISTRICT/MUSEUM SECTOR/ GUIDE OFFICE**
- **MAINTENANCE MECHANIC – DIABLO VISTA DISTRICT/BAY SECTOR**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (3 POSITIONS) – SAN LUIS OBISPO COAST DISTRICT/TICKET OFFICE**
- **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) – SAN DIEGO COAST DISTRICT/SOUTH SECTOR**
- **PARK MAINTENANCE ASSISTANT – MONTEREY DISTRICT/MONTEREY SECTOR**
- **PARK MAINTENANCE WORKER I – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR/SAN LUIS RESERVOIR STATE RECREATION AREA**
- **PARK MAINTENANCE WORKER I – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**

- **PARK MAINTENANCE WORKER II – CENTRAL VALLEY DISTRICT/ CALAVERAS SECTOR/COLUMBIA STATE HISTORIC PARK**
- **PARK MAINTENANCE WORKER II – INLAND EMPIRE DISTRICT/CHINO SECTOR**
- **PERSONNEL SUPERVISOR II/PERSONNEL SUPERVISOR I – TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES ANALYST – PARK OPERATIONS/ADMINISTRATIVE SERVICES**
- **STATE PARK EQUIPMENT OPERATOR – HOLLISTER HILLS DISTRICT/ HOLLISTER HILLS STATE VEHICULAR RECREATION AREA**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **LIFEGUARD (3 POSITIONS) – ORANGE COAST DISTRICT/NORTH SECTOR**
- **STATE PARK RANGER – SANTA CRUZ DISTRICT/BIG BASIN REDWOODS STATE PARK**
- **STATE PARK RANGER – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/TWIN LAKES STATE BEACH**
- **STATE PARK SUPERINTENDENT IV – TEHACHAPI DISTRICT/MOJAVE SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314
Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)
UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE OFFICER I (\$2997 - \$4319) – GOLD FIELDS DISTRICT/ADMINISTRATIVE SERVICES

The reporting location for this position is the Administrative Office, located in Folsom. This position will work under the direction of the Administrative Chief. The incumbent will have responsibility for the daily accounting functions of the district administrative operation. The incumbent will assist in the monitoring and reconciliation of the district's various reimbursable Program Costs Accounts and track all related incoming funds and expenditures. The incumbent will also participate in the development of administrative staff and attend all relative meetings and training, and provide support to the contracts administrator in the preparation and administration of all district contracts. The incumbent will prepare all related reports for the District Housing Plan, and ensure that all housing records are current and maintained according to department policy. This position also serves as the District Training Coordinator and the primary contact for the Employee Training Management System, and will ensure district compliance with all mandatory training and provide management with regular program updates. **State housing is not available.** For further information regarding this position, please contact Joan Evers at (916) 988-0205 ext. 232.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4111 - \$4997)/STAFF SERVICES ANALYST (\$2632 - \$4155) – ADMINISTRATIVE SERVICES DIVISION/CONTRACTS AND ASSET MANAGEMENT/CONTRACT SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters, in Sacramento. This position will work under the direction of the Staff Services Manager I. Duties will include: reviewing Public Works, Interagency, Personal Service, IT, Legal, Consultant and Incoming Fund contracts and bids for compliance with the Public Contract Code, Government Code, Public Resource Code, Code of Regulations and control agency procedures; providing technical assistance and consultation to the department's contract administrators for bidding and contracting issues; tracking projects in a custom Access data base; conducting formal training sessions; and performing manual and form boilerplate revisions. The incumbent must be able to independently manage a number of contract projects simultaneously. Experience with state contracting procedures is highly desirable. **State housing is not available.** For further information regarding this position, please contact Allen Chancey at (916) 654-1003.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4111 - \$4997) – HUMAN RIGHTS OFFICE/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Human Rights Office (HRO) at Headquarters in Sacramento. This position will work under the direction of the Manager of HRO. The incumbent will perform administrative and technical duties related to the Department's Equal Employment Opportunity (EEO) programs. The incumbent will be responsible for processing discrimination complaints; prepare EEO case determinations, perform the duties of an EEO Counselor and EEO Investigator, and coordinate and respond to regulatory agencies such as Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and State Personnel Board (SPB). The incumbent will assist the HRO Manager and staff in developing and preparing training material and will be trained as an instructor for our training programs. As a result of new legislative mandates and increased demands for our training programs, extensive travel will be required. The incumbent will be responsible for providing information and referral to public and internal inquiries related primarily to reasonable accommodations, accessibility issues, State Employee Mediation Program, and the discrimination complaint process. The incumbent will be working with all levels within the Department, so strong interpersonal and communication skills are desired. Strong writing skills are also desired due to high volume of written correspondence and report writing. We are also looking for a candidate with the ability to deal with very sensitive issues while respecting the confidentiality of our work. The incumbent will act as a liaison to the Disabled Advisory Committee. The challenge and variety of duties give the successful candidate an opportunity to enhance their skill sets. Training and Development assignments will be considered. **State housing is not available.** For further information regarding this position, please contact Joyce Sathre at (916) 653-9990.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE PARK AND RECREATION SPECIALIST (\$4516 - \$5489) – CAPITAL DISTRICT/CALIFORNIA INDIAN HERITAGE CENTER

The reporting location for this position is at the California Indian Heritage Center, located in Sacramento. This position will work under the direction of the Capital District Superintendent. The incumbent will be a member of the District Leadership Team. This position will be responsible for the overall coordination of the California Indian Heritage Center, an initiative of California State Parks, the California Indian Heritage Center Task force and California Native people, as well as the existing State Indian Museum. The incumbent will oversee the State Indian Museum transitioning into the California Indian Heritage Center. The California Indian Heritage Center will fill a long standing need in the State, serving Native and non-Native people. It will be a place where Indian people can come together, celebrate and preserve their past, and promote the continuation of their traditions. It will also be a place where all Californians can learn about the history and contemporary life of the State's indigenous people. **State housing is not available.** For further information regarding this position, please contact Catherine Taylor at (916) 445-7373.

ASSOCIATE STATE ARCHEOLOGIST (\$4120 - \$4969) – NORTHERN BUTTES DISTRICT

The reporting location for this position is the District Office, located in Oroville. This position will work under the direction of the Staff Park and Recreation Specialist. The incumbent will serve as the District Cultural Specialist in the Sectors/Units of the District, and will be a member of the District Resources and Planning Team. This is an exciting opportunity to plan and establish a cultural resources program and to provide professional leadership in a diverse and geographically challenging District. **State housing is not available.** For further information regarding this position, please contact Ken Walters at (530) 538-2213.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ENVIRONMENTAL SCIENTIST (\$2875 - \$5336) – COLORADO DESERT DISTRICT

The reporting location for this position is the District Headquarters, located in Borrego Springs. This position will work under the direction of the Senior Environmental Scientist. The Colorado Desert District is seeking an experienced and enthusiastic environmental scientist for a challenging position on the natural resource management team of California State Parks' largest District. This District includes 6 units (Anza-Borrego Desert State Park, Cuyamaca Rancho State Park and Palomar Mountain State Park, Salton Sea State Recreation Area, Picacho State Recreation Area, and the Indio Hills Palms unit) and covers over 620,000 acres - nearly half the acreage of the entire State Park System. It is topographically diverse and includes montane coniferous forests, montane chaparral and vernal lake habits within the Peninsular Ranges of southern California, as well as desert fan palm oases, desert riparian forests, cienagas, desert dry lakes and desert scrub habitats extending below sea level within the lower Colorado Desert. Responsibilities for the position include: fire management; exotic species (plant and animal) control; habitat restoration; endangered species management and ecological monitoring. This position will serve as lead person for resource management field staff, have an active role in coordinating conservation activities with other state, federal, and local agencies, and will also perform CEQA review for biological resources on proposed projects. District Environmental Scientists also conduct and assist in educational and interpretive training and presentations to staff, volunteer, and public organizations. **State housing is not available.** For further information regarding this position, please contact Jim Dice at (760) 767-3074 or jdice@parks.ca.gov. For further information on the Colorado Desert District, please visit www.statepark.org.

ENVIRONMENTAL SCIENTIST (\$2875 - \$5336) – OFF HIGHWAY MOTOR VEHICLE RECREATION DIVISION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is Off Highway Motor Vehicle Recreation (OHMVR) Headquarters, located in Sacramento. This position will work under the direction of the State Park Superintendent IV as part of the Environmental Planning Team in the Off Highway Motor Vehicle Recreation Division Headquarters. The incumbent will work as part of a professional multi-disciplinary team in the application of biological science and environmental standards for the State Vehicular Recreation Areas and the OHMVR Division grants and cooperative agreements program, recipients of which include the U.S. Forest Service, Bureau of Land Management, and other governmental entities. Expertise is preferred in the monitoring of environmental compliance programs, regulatory permitting, and in the preparation and review of environmental documents. The incumbent must be willing to travel periodically and perform field work in a wide range of environments. **State housing is not available.** For further information regarding this position, please contact Rick LeFlore, at (916) 324-1609.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

EXHIBIT TECHNICIAN (PERMANENT INTERMITTENT) (\$17.39 - \$20.77/HOUR) – CAPITAL DISTRICT/RAILROAD SECTOR/CALIFORNIA STATE RAILROAD MUSEUM/OLD SACRAMENTO STATE HISTORIC PARK

The reporting location for this position is the California State Railroad Museum (CSRM), the primary visitor attraction within Old Sacramento State Historic Park (SHP) and the Old Sacramento National Historic District. This position will work under the direction of the State Park Interpreter III/Director of Public Programming (Supervisor). The Railroad Sector encompasses the California State Railroad Museum (CSRM), Old Sacramento State Historic Park, and Railtown 1897 State Historic Park (located in Jamestown). The CSRM is a world-class museum, interpreting railroading in the West. This position requires the physical ability to stand, stoop and squat in an enclosed environment for long periods of time. This position also requires a high degree of agility and manual dexterity necessary to move around inside exhibit cases filled with small, fragile artifacts. The incumbent will be responsible for the cleaning and maintenance of the operating toy train layout in the Thomas W. Sefton Gallery, as well as for ongoing cleaning, preservation and maintenance of artifacts and exhibit cases within the Thomas W. Sefton Gallery and throughout the Museum. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Paul Hammond at (916) 445-1705.

GROUNDSKEEPER (\$2511 - \$2851) – CENTRAL VALLEY DISTRICT/SOUTH VALLEY SECTOR/COLONEL ALLENSWORTH STATE HISTORIC PARK

The reporting location for this position is Colonel Allensworth State Historic Park, located in Earlimart. Colonel Allensworth State Historic Park is looking for a self-motivated, team player who would like to be involved with creating a groundskeeper program for this historic park. The incumbent will have the responsibility of maintaining the grounds and gardens of the park, campground, and visitor center. Duties will include maintenance of irrigation and related water systems: tree, shrub, garden and lawn care, maintenance, and repair of groundskeeping equipment. The incumbent will act as lead for various work crews and seasonal staff. The incumbent will assist with projects and events at other South Valley Sector units as required. The work schedule for this position during the peak season will be 7:00 a.m. to 3:30 p.m., and during the off-peak season will be 8:00 a.m. to 4:30 p.m. **State housing is not available.** For further information regarding this position, please contact Alan Willhite at (661) 248-6692.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

GUIDE II (SUPERVISOR) (PERMANENT INTERMITTENT) (2 POSITIONS)
(\$17.17 - \$20.86/HOUR) – SAN LUIS OBISPO COAST DISTRICT/MUSEUM SECTOR/
GUIDE OFFICE

The reporting location for these positions is the Hilltop Guide Office at Hearst San Simeon State Historical Monument®. These positions will work under the direction of the Museum Director of San Luis Obispo Coast District. These incumbents will be responsible for the supervision, training, and development of a portion of the guide staff, and the research and development of information related to Hearst San Simeon State Historical Monument®, and its place in California history. These positions will be required to work holiday, weekends, and evenings. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Diane McGrath at (805) 927-2199.

MAINTENANCE MECHANIC (\$3584 - \$3931) – DIABLO VISTA DISTRICT/BAY SECTOR

The reporting location for this position is the Maintenance Shop at Mount Diablo State Park. The incumbent will be responsible for the maintenance, service, and operation of the parks water systems as well as maintenance of park facilities including structures with historic significance. **A California Department of Health Services Grade I Water Treatment Certificate and Grade I Water Distribution Certificate are required. Please provide proof of eligibility with your application.** The incumbents work schedule will be Monday through Friday from 7:30 a.m. to 4:00 p.m. **State housing is not available.** For further information regarding this position, please contact Wendy Martin at (925) 673-2894.

MUSEUM CURATOR I (\$3268 - \$3926) – CAPITAL DISTRICT/HISTORIC SITES

The reporting location for this position is the Historic Sites Sector, located in Sacramento. This position will work under the direction of the State Park Interpreter III. The incumbent at Sutter's Fort State Historic Park and Old Sacramento State Historic Park will plan and carry out the collection management program at these two sites, both units are within the Capital District. This position will be responsible for the preservation and documentation of a vast collection of important 19th Century artifacts and documentary collections. The incumbent will oversee the extensive Sutter's Fort Archives, and will prepare furnishing plans for historic building museum rooms at Sutter's Fort and within the Old Sacramento State Historic Park, including the 1855 B.F. Hastings Building. The incumbent will also participate in exhibit development, supervision of staff, special event coordination, and training for staff, volunteers, and visitors. **State housing is not available.** For further information regarding this position, please contact Ellen Halteman at (916) 445-7373.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (3 POSITIONS)
(\$11.56 - \$15.24/HOUR) – SAN LUIS OBISPO COAST DISTRICT/TICKET OFFICE

The reporting location for these positions is the Ticket Office at the Visitor Center of Hearst San Simeon State Historical Monument®. These positions will work under the direction of the Office Services Supervisor I. These incumbent's will be responsible for providing security and screening for access to Hearst San Simeon State Historical Monument®, by providing information, directions, and assistance to visitors both in person and by telephone. The incumbent's duties include collecting fees, maintaining files of future tours, verifying and collecting tickets, typing bank deposits, ticket sales, ticket office operations, and various other duties. These positions will be required to work evenings, weekends, and holidays. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Linda Payne or Joan Mislant at (805) 927-2005.

OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (\$14.48 - \$17.60/HOUR) –
SAN DIEGO COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is at South Sector Office, in Imperial Beach. This position will work under the direction of the Sector Superintendent. The District works daily with agencies in Mexico, is part of a federal system of Reserves, manages one of the most increasingly popular beach units in the State Park System, and the work location overlooks one of only 22 wetlands in the United States recognized as a "Wetland of International Importance" by the United Nations. The incumbent will be in the middle of it all, working with educators, researchers, rangers, lifeguards, and maintenance professionals. The incumbent will be responsible to perform a wide range of administrative duties, including facilitating grant data, processing timesheets and other personnel requests, ordering supplies, and managing the office spaces of the Sector. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Clay Phillips at (619) 575-3615.

PARK MAINTENANCE ASSISTANT (\$2511 - \$2737) – MONTEREY DISTRICT/MONTEREY SECTOR

The reporting location for this position is the Maintenance Shop, located in Monterey. This position will work under the direction of the Park Maintenance Chief I. This position is assigned to the Monterey Sector, but may be required to work throughout the District. Primary duties include housekeeping, facility maintenance, and equipment operation. The incumbent's work schedule will be Saturday through Wednesday from 6:30 a.m. to 3:00 p.m. **State housing is not available.** For further information regarding this position, please contact Andrea Sinkler-Kim at (831) 649-7102 or akim@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR/SAN LUIS RESERVOIR STATE RECREATION AREA

The reporting location for this position is San Luis Reservoir State Recreation Area Park Maintenance Shop, located in Gustine. This position may be required to report to other park units within the District. Central Valley District is looking for a highly motivated and dedicated individual who wants to become part of a great team of park professionals. The incumbent will perform skilled and semi-skilled maintenance and repair of park systems and facilities. The incumbent may act as a lead person for other staff and work crews. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Dale Tidwell or Steve Skram at (209) 826-1197.

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA

The reporting location for this position is Lake Perris State Recreation Area. Responsibilities will include housekeeping, directing seasonal and volunteer staff, working from C.A.M.P. work orders, and assisting other skilled workers on painting, carpentry, plumbing, roadwork, etc. This position offers a variety of opportunities and challenges in a dynamic environment. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Sam Cordaro at (951) 443-2412.

PARK MAINTENANCE WORKER II (\$2977 - \$3577) – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR/COLUMBIA STATE HISTORIC PARK

The reporting location for this position is Columbia State Historic Park Maintenance Shop, located in Columbia. This position may be required to report to other park units within the District. Central Valley District is looking for a highly motivated and dedicated individual who wants to become part of a great team of park professionals. The primary responsibilities of this position are facility maintenance. The incumbent will be required to perform skilled maintenance tasks, estimate costs of supplies, purchase materials, and track project costs utilizing the CAMP program. The incumbent will lead and oversee the weekend crews and maintenance operations. The incumbent may be required to support special events and projects throughout the district. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Alec Varner at (209) 532-1398, or John Lundquist at (209) 536-2918.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER II (\$2977 - \$3577) – INLAND EMPIRE DISTRICT/CHINO SECTOR

The reporting location for this position is the Chino Sector Office. The incumbent will be assigned to the Inland Empire District/Chino Sector, which consists of Chino Hills State Park and California Citrus State Historic Park. The incumbent will lead the maintenance staff for both units and will perform all aspects of facility maintenance in campgrounds, trails, day use areas, and historical structures. Other duties include housekeeping, resource management, equipment operation, and CAMP responsibilities. This is an excellent opportunity to be involved in the maintenance and care of a beautiful historic park and a large open space park with significant natural resources. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Kathy Weatherman at (951) 789-1278.

PERSONNEL SUPERVISOR II (\$3761 - \$4571)/PERSONNEL SUPERVISOR I (\$3418 - \$4155) – TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Transaction Manager. The incumbent will be responsible for the daily supervision and oversight of the Department's Personnel Transactions Program. The incumbent will be responsible for insuring all commitments and established deadlines are processed timely and accurately; monitor performance and provide feedback to transactions staff, and provide assistance to staff on the more complex or sensitive transactions issues. Strong interpersonal, supervisory, writing skills, and demonstrated knowledge of applicable statutes and bargaining language are a must. Proven leadership in a team based environment and experience with the Human Resource Information System (HRIS) are desired. This position may be downgraded for recruitment purposes. ***This position will remain open until filled.*** **State housing is not available.** For further information regarding this position, please contact Trayce Gilkey at (916) 653-6398.

STAFF SERVICES ANALYST (\$2632 - \$4155) – PARK OPERATIONS/ADMINISTRATIVE SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is Headquarters, located in Sacramento. This position will work under the direction of the Administrative Chief of Park Operations. The incumbent will be responsible for the statewide housing program, specifically dealing with Residence Category Justification, Departmental Notices, DOM chapter revisions, Training Coordinator, housing plans, data collection and analysis. The incumbent will work closely with all Districts and Division Chiefs in assuring rents, lease agreements, and taxation are accurate for all state housing units. **State housing is not available.** For further information regarding this position, please contact Giz Bueno at (916) 651-7858.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**STATE PARK EQUIPMENT OPERATOR (\$3650 - \$4002) – HOLLISTER HILLS DISTRICT/
HOLLISTER HILLS STATE VEHICULAR RECREATION AREA**

The reporting location for this position is the Hollister Hills State Vehicular Recreation Area (SVRA). We are looking for a dependable team player who is enthusiastic about becoming an integral member of our maintenance staff. The incumbent will be responsible for the maintenance and repairs of 9-10 tracks which also includes watering trails and main roadways. The incumbent may assist with a wide variety of resource projects. **Possession of a valid California Class A driver's license is required. Please provide proof of eligibility with your application. This position is subject to the Commercial Driver's License Drug and Alcohol Testing Program.** This position will be required to work a 4/10/40 shift scheduled Friday through Monday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact John Horn at (831) 635-5172.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

**LIFEGUARD (3 POSITIONS) (\$2890 - \$4135) – ORANGE COAST DISTRICT/NORTH
SECTOR**

The reporting location for these positions is Bolsa Chica State Beach, but incumbents will routinely work at both Bolsa Chica and Huntington State Beaches. These positions will work under the direction of the Lifeguard Supervisor I. The incumbents will be required to perform all Visitor Services functions including day and/or night shift patrol, law enforcement, aquatic rescue, first aid, interpretation, revenue generation, working with Park Aides as well as Seasonal Lifeguards, resource management, camper check-in, and campground patrol. These positions provide wonderful learning potential and great experience for promotional opportunities. **State housing is not available.** For further information regarding these positions, please contact Rich Haydon at (714) 377-8672.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2890 - \$4135) – SANTA CRUZ DISTRICT/BIG BASIN REDWOODS STATE PARK

The reporting location for this position is Big Basin Redwoods State Park, but may work throughout the Santa Cruz Mountains Sector. This position will work under the direction of the Supervising State Park Ranger. Here is an exciting opportunity to join us working at Big Basin Redwoods State Park, the oldest State Park in the system. The incumbent will be responsible for campground operations, back country patrol, enforcement, interpretation, and resource management all in a beautiful redwood forest setting. **State housing is required.** For further information regarding this position, please contact Bill Dall at (831) 335-6316 or bdall@parks.ca.gov.

STATE PARK RANGER (\$2890 - \$4135) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/TWIN LAKES STATE BEACH

The reporting location for this position is the Lifeguard Headquarters at Twin Lakes State Beach. This position will work under the direction of the North Area Supervising State Park Ranger. This position will also assist with sector-wide coverage as required. Other units include Wilder Ranch State Park, Natural Bridges State Beach, and the Santa Cruz Mission State Historic Park. Duties will include a full range of visitor services activities, including proactive patrol of miles of scenic coastline and backcountry by vehicle, ATV, bike, and foot. Extensive opportunities also exist in the areas of interpretation and resource management. **State housing is not available.** For further information regarding this position, please contact Joe Connors at (831) 423-0528 or jconnors@parks.ca.gov.

STATE PARK SUPERINTENDENT IV (\$6034 - \$7289) – TEHACHAPI DISTRICT/MOJAVE SECTOR

The reporting location for this position is the Mojave Sector Office, located in Lancaster. This position works under the direction of the Southern Division Chief. The incumbent will be responsible for the administrative, maintenance, visitor services, public protection, interpretation, real property management, and resource management functions. This position is actively involved with cooperating associations and many community organizations. This is a perfect opportunity to be in on the ground floor, have the ability to pick your own team, and show leadership in the new district's establishment. This is a challenging position offering work in all areas of district operations. Strong leadership and organizational skills, the ability to work under short deadlines and attention to detail are highly desirable qualities. Excellent communication skills and a desire to work with the communities will be essential. **State housing is not available.** For further information regarding this position, please contact Tony Perez at (916) 657-4042.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
Communications Operator	Continuous Filing	Open
State Park Cadet (Lifeguard)	Continuous Filing	Open
State Park Ranger Cadet	Continuous Filing	Open
Water and Sewage Plant Supervisor	Continuous Filing	Open